

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a time off from work for mental health reasons. I have been experiencing some challenges that require my attention and focus for personal well-being.

I would like to request leave starting from [start date] to [end date]. I believe this time will help me regain my mental health and return to work more focused and productive. If possible, I will ensure that my responsibilities are managed prior to my leave and I am happy to assist in transitioning my workload to a colleague during my absence.

Thank you for your understanding and support regarding this matter. I am looking forward to returning to work with renewed energy and perspective.  
Sincerely,

[Your Name]